



# *Township of Lakewood*

MUNICIPAL BUILDING  
231 THIRD STREET  
LAKEWOOD, NEW JERSEY 08701  
732-364-2500 • FAX: 732-905-5991



## **OFFICE MUNICIPAL MANAGER**

Thomas L. Henshaw

TO: TO ALL INTERESTED PARTIES

FROM: THOMAS HENSHAW, MUNICIPAL MANAGER

DATE: OCTOBER 6, 2015

RE: VACANCIES IN DEPARTMENT OF PUBLIC WORKS:  
LABORER

There are four (4) vacancies for the job title of Laborer in the Department of Public Works.

The starting salary for this position is \$17.73 per hour.

The Laborer Job specification (02248) is attached; a CDL A or B driver's license is preferred but not required.

Persons interested in this position must submit an application or cover letter and resume to the Department of Public Works by **Friday, October 16, 2015**.

Lakewood Township Department of Public Works  
1 America Way  
Lakewood, NJ 08701  
FAX: (732) 367-5401  
E-mail: [TArecchi@lakewoodnj.gov](mailto:TArecchi@lakewoodnj.gov)

TH/sb



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

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## **Job Specification**

### **LABORER 1**

#### **DEFINITION:**

Under supervision, performs varied types of manual and unskilled laboring work, and may drive a truck in connection with laboring work on occasion; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **EXAMPLES OF WORK**

Loads, lifts, and moves supplies, furniture, and equipment.

Digs trenches and does manual grading.

Cleans incinerators.

Collects rubbish and other refuse.

Cuts grass.

Trims hedges.

Waters lawns, flowers, and vegetable beds.

Loads and unloads trucks.

Shovels snow.

Whitewashes walls.

Shovels gravel and sand.

Mixes cement and mortar.

Places forms used in concrete work.

Performs cold patching.

Cleans up underbrush, foliage, vines, and weeds.

Cuts down trees.

Digs out stumps of trees, and digs out and destroys poisonous vines, weeds and undergrowth.

Learns to operate construction and/or maintenance equipment.

May learn to operate a pneumatic drill.

May learn to operate and make minor repairs to street, road, and related public works equipment.

May rake asphalt mixtures used in paving to proper thickness

and grade.

May distribute asphalt mixtures to eliminate hollows and high spots in the surface under the construction or repair.

May patch joints and edges of pavement with asphalt cement.

May tamp and smooth asphalt pavement.

May operate and maintain asphalt heating kettle.

May assist in the repair and maintenance of zoo displays and structures.

May perform the routine work involved in painting of interior and exterior zoo displays.

May handle, when required, animals as necessary in performing routine maintenance and repair of zoo displays and structures.

Cleans sludge beds.

Sweeps streets and sidewalks.

Cleans sewers.

Pries and hammers apart sections of wall and roof.

Loads debris into truck for removal.

Sorts, piles, and cleans salvageable brick, stone, lumber, and metal work.

Under direction, may learn to make routine repairs to valves, fittings, pipe sections or other equipment used in the area of assignment.

Occasionally drives trucks.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

## **REQUIREMENTS**

### **LICENSE**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

**NOTE:** The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

### **KNOWLEDGE AND ABILITIES**

Knowledge of the methods, materials and supplies used to perform varied types of manual and unskilled tasks.

Ability to perform manual tasks either alone or as a member of a group.

Ability to perform heavy manual labor for prolonged periods of time under varying temperatures and climatic conditions.

Ability to follow prescribed instructions.

Ability to learn to use the tools and equipment needed to perform routine,

unskilled labor tasks.

Ability to follow safety precautions in the operation of assigned tools and equipment.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code:**

<b>Job Spec Code</b>	<b>Variant</b>	<b>State, Local or Common</b>	<b>Class of Service</b>	<b>Work Week</b>	<b>State Class Code</b>	<b>Local Class Code</b>	<b>Salary Range</b>	<b>Note</b>
02248		L	N		N/A	00		-

This job specification is for **local** government use only.  
Salary range is only applicable to state government.  
Local salaries are established by individual local jurisdictions.

10/8/2011

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# APPLICATION FOR EMPLOYMENT



The Township of Lakewood is an Equal Opportunity Employer.

This form has been designed to comply with State & Federal fair employment practice laws prohibiting employment discrimination.

## APPLICANT INFORMATION

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Date Available		Desired Salary		
Position Applied for				
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?
				YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for Lakewood Township?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Do you possess a valid NJ Driver's License?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	

## EDUCATION

High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Subjects Studied
				Degree? YES <input type="checkbox"/>
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Subjects Studied
				Degree? YES <input type="checkbox"/>
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Subjects Studied
				Degree? YES <input type="checkbox"/>

## REFERENCES

Please give the names of three (3) persons not related to you, whom you have known at least one (1) year

Full Name		Relationship
Company		Phone
Address		
Full Name		Relationship
Company		Phone
Address		
Full Name		Relationship
Company		Phone
Address		

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## PREVIOUS EMPLOYMENT LIST BELOW CURRENT AND FORMER EMPLOYERS, STARTING WITH LAST EMPLOYER FIRST

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>MILITARY SERVICE</b>			
Branch		From:	To:
Rank at Discharge:		Type of Discharge:	
If other than honorable, explain:			
<b>GENERAL</b>			
Subjects of special study or research work:			
<b>DISCLAIMER AND SIGNATURE</b>			
I CERTIFY THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I ALSO AM AWARE THAT EMPLOYMENT IS SUBJECT TO A PHYSICAL EXAMINATION.			
I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.			
I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS SUBJECT TO THE RULES AND REGULATIONS OF THE TOWNSHIP OF LAKEWOOD AND NJ CIVIL SERVICE COMMISSION.			
Signature		Date	